



INDIANA
WORKFORCE
DEVELOPMENT

TO: State Workforce Innovation Council Chairperson
Marion County Workforce Investment Board Chairperson & Director
Regional Workforce Board Chairpersons
Regional Operators
Directors of Operations for Northern and Southern Indiana

FROM: Teresa L. Voors *(initials)*
Commissioner, Indiana Department of Workforce Development

THROUGH: Dale Wengler *(initials)*
Deputy Commissioner, Policy & Field Operations

DATE: April 4, 2008

SUBJECT: DWD Policy 2007-26
Eligibility Determination and Data Validation Requirements for Youth
Programs Provided by the WorkOne System

Purpose

This Policy is issued for the following purposes:

- a. To communicate the eligibility requirements for the WIA Youth Program .
- b. To communicate significant changes to the Department's requirements regarding **Data Element Validation (DEV)** as a result of the implementation of common measures, the State's electronic case management system and electronic data capturing technologies.

Rescission

DWD Policy 2006-17, Change 1 – Eligibility Policy for Adult, Dislocated Worker and Youth Workforce Investment Act and Trade Adjustment Assistance Act Activities, dated February 2,2007

Contents

Effective July 1, 2008, Indiana policy requires the integration, co-enrollment and functional alignment of all adult programs provided through the WorkOne system. While DWD Policy 2007-20 does not require integration of the WIA Youth program, it is understood that some Regions of the state have chosen to include the Youth program in their integration models. Further, the implementation of common measures and subsequent guidance from US DOL on the capture, maintenance and validation of program data has resulted in significant changes to documentation requirements for the Youth program.

This document is designed to streamline the eligibility determination process and the collection/validation of participant information necessary to comply with federal reporting requirements for the WIA Youth program.

Eligibility Determination

The following is a summary of eligibility criteria for the WIA Youth program:

Program	Eligibility Requirements
WIA Youth	<p>Age: 14 to 21 Is a low-income individual* Possesses one or more of the following barriers:</p> <ul style="list-style-type: none">• Deficient in basic literacy skills• School dropout• Homeless, runaway, or foster child• Pregnant or parenting• Disabled• Offender• Requires additional assistance to complete an educational program or to secure and hold employment. <p>Registered with Selective Service if male and age 18+</p> <p>*NOTE: Not more than 5% of participants assisted under this section in each Region may be individuals who do not meet the minimum income criteria to be considered eligible youth. These youth must meet one or more of the following criteria:</p> <ul style="list-style-type: none">• School dropout• Basic skills deficient• Educational attainment is one or more grade levels below the grade level appropriate to the age of the individual• Pregnant or parenting• Disabled, including learning disabled• Homeless or runaway• Offender• Faces serious barriers to employment as defined by RWB policy

Specific eligibility related definitions and required actions are contained in Attachment B.

Special Considerations

Serving In-School Youth

Under the “Placement in Employment or Education” and “Attainment of a Degree or Certificate” youth common measures, **youth in secondary school at exit, are included in calculation of the outcome.** Thus, attainment of positive outcomes under these measures will generally require that services to in-school youth be aligned with successful completion of secondary school.

This is a change from the core WIA youth performance measures, where youth in secondary school at exit, are excluded from performance calculations.

USDOL/ETA has stated that their intent with this change is for the WIA Title 1B program to largely focus on serving out-of-school youth, and for in-school youth to be largely served by other federal funding targeted at serving in-school youth (e.g., the education system).

Implementation Guidelines:

RWBs/IPIC should ensure that youth competitive procurements and contracts are responsive to USDOL/ETA’s policy.

Serving Out-of-School Youth who are Basic Skills Deficient

The Literacy and Numeracy common measure focuses on providing “basic skills” training to out-of-school youth who are determined to be Basic Skills Deficient.

The measure is based on “date of first youth program service” rather than “participation date,” because participation date is defined as the earliest date of service from any program if the youth receives services from multiple programs.

Implementation Guidelines

1. RWBs/IPIC must assess the “basic skills” services being provided in their Region. The assessment should include:
 - a. An inventory of the “basic skills” training providers/services in the Region that are likely to achieve the basic skills goals intended by USDOL/ETA; and
 - b. An alignment of the “basic skills” inventory with the RWBs’/IPIC’s plan for serving out-of-school youth determined to be basic skills deficient.
2. All out-of-school youth must be pre-tested using a standardized test within 60 days following the “date of first youth program service”, to determine the youth’s basic skills levels, and their corresponding Educational Functioning Level (EFL).
 - a. It is allowable to use pre-tests that are administered up to six months prior to the date of the first WIA youth service, if such test scores are available.
 - b. Out-of-school youth determined basic skills proficient at pre-test are excluded from this measure, therefore post-testing of these youth is not required.

Data Collection & Validation

Specifically, USDOL/ETA's policy states that:

Documentation for eligibility and services elements is only required for participants who receive more than core services. Core services include self and informational services [and staff assisted core]. Participants who enroll in training or other intensive services must provide the required source documents for validation purposes. Documentation for outcome elements is required for all participants who receive more than self-assisted and informational activities. (TEN 9-06, Attachment A, page 1)

General Information

The collection and validation of information necessary to comply with federal reporting requirements is a shared responsibility across the Wagner-Peyser, WIA (including WIA Youth), TAA and VETS programs. This responsibility includes assuring:

- Information on a participant is reported accurately and timely in the TrackOne case management system; and
 - Proper documentation of the information is obtained and recorded in TrackOne as part of the participant's records.
1. Indiana's case management system, TrackOne, and other State Management Information Systems will be used to electronically collect and retain appropriate participant information, to free-up the resources previously required in obtaining and retaining paper source documentation.
 2. There are three types of participant information that must be collected and validated to comply with federal reporting requirements. Not all participant information is subject to DEV.
 - **Demographic information** – Used to determine program eligibility and to report on participant characteristics/special populations.
 - **Services Information** – Used to report on the services received by a participant. Services information is generally collected through proper data entry and documentation in TrackOne.
 - **Outcome Information** – Used to calculate performance measures and to report on outcomes achieved by participants.

Some outcome information may need to be obtained from the participant, such as supplemental employment information, and achievement of a degree or certificate.

Some outcome information is obtained from cross-match with other State databases, such as employment outcomes obtained from the State quarterly UI wage record system.

3. There are three levels of service that are relevant for eligibility and DEV purposes:
 - **Core Services** – Self Service and Informational Activities, as well as Staff Assisted Core Services
 - **Significant Staff Involved Services** – Intensive Services or Training Services
 - **Staff Assisted Services** – Staff Assisted Core Services, Intensive Services and Training Services
4. The following is a list of sources for documenting participant information. The validity of each source depends upon the type of information and the level of service received by the participant.
 - **Self-Identification** – The participant states (self-identifies) his/her status for the particular piece of information being collected (obtained).
 - **Self-Attestation** – The participant states (self-identifies) his/her status for the particular piece of information being collected (obtained). This information is recorded on a form, and the participant signs and dates the form acknowledging their status. The key elements for self-attestation are: (a) the participant self-identifying his/her status for the information; and (b) the participant signing and dating the form attesting to this self-identification. The difference between self-identification and self-attestation is signing a self-attestation form.
 - **Case Notes** – Statements recorded in the participant's case note folder by staff that identify a participant's status for a specific data element, and the date on which the information was obtained.
 - **State Management Information Systems (MIS)** – **State Management Information Systems (MIS)** – In Indiana, the State MIS is TrackOne, provided the information being collected is properly recorded in the appropriate TrackOne data fields. Proper recording of information requires that the specific, detailed information (e.g., dates, types of services and explanations of barriers to employment) is stored in the State's case management system and provides supporting evidence for the data element.
 - **Cross Match** – Accessing a non-WIA MIS to find supporting evidence for the data element. Such information may be obtained via data sharing arrangements with the non-WIA MIS.

In particular, information/data available in the Unemployment Insurance (UI) system and UI wage record system, and linkages to those systems will be used to comply with federal DEV requirements.

In addition, information on UI Claimants that is validated through the UI claims-taking process, and shared with TrackOne, is considered valid for the W-P, WIA, TAA and VETS programs. Note that, an Active UI Claimant can be identified in TrackOne when the UI status is recorded on the TrackOne Edit Participant screen.

- **Official Documents** – Information is obtained from official documents (e.g., birth certificate, driver's license, letterhead, pay stub).
- **Staff Verification** – Staff verification will be used to validate participant information across the various documentation sources.

Staff verification is intended to minimize the administrative burden associated with obtaining and retaining paper backup copies of the source documents used to validate participant information. Use of staff verification is intended to better align program resources with providing services, rather than documenting information.

Staff verification requires staff to:

- Identify the information to be collected (relevant data element) using an allowable documentation source.
- Assure the information is accurately recorded in the appropriate TrackOne data field(s).
- Select a documentation method from the drop-down menu in TrackOne; or,
- Record in the TrackOne case notes:
 - The information (data element) that has been validated;
 - The source used to validate the information;
 - Pertinent data from the document source; and
 - The date of the Staff Verification.

5. The level of participant data and source documentation needed to comply with federal reporting requirements, including eligibility determinations and DEV, will depend on the level of service received by the participant.

Upon receipt of a Core Service:

- **Demographic Information** must be obtained from the participant and recorded in TrackOne.
- **Self-Identification** is acceptable source documentation for obtaining demographic information for participants who receive only core services.

Upon receipt of Intensive or Training Services (i.e., more than core services):

- **Certain Demographic Information** (e.g., date of birth and employment status at participation) must be validated against specific source documents beyond self-identification.
- **Services Information** must be recorded in TrackOne. Proper data entry and documentation of services in TrackOne comply with DEV requirements.

Upon receipt of a Staff Assisted Service

- **Outcome Information** must be recorded in TrackOne. Outcome information must be validated against specific source documents beyond self-identification.

Validation of outcome information is required at the staff assisted service level because participants who receive a staff assisted service are included in performance measures for the WIA program.

6. In an effort to reduce the amount of administrative burden resulting from the maintenance of paper documentation, the Department strongly encourages staff to utilize the following:
 - A. Staff verification
 - B. Self-attestation
 - C. State MIS (TrackOne records)
 - D. Case notes

The preferred method of maintaining any required paper documentation shall be electronic. This documentation shall be scanned and attached to the participant's electronic record in TrackOne.

The Department also encourages Regions to utilize electronic signature pads and other electronic methods to capture and maintain participant self-attestation.

7. Attachments:

Attachment A provides State guidelines on the minimum demographic information for reporting on participants who receive self-service or informational activities only.

Attachment B provides "Indiana WIA Program Eligibility Requirements" which addresses eligibility requirements and criteria for determining a participant's eligibility to participate in the WIA Youth program.

Attachment C provides "Indiana Department of Workforce Development Data Element Validation (DEV) Handbook" which addresses the specific data elements that must be validated for participants (demographic, services and outcomes).

Questions regarding this Policy should be sent to:

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Ownership

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Effective Date

April 4, 2008

Action

This Policy rescinds and replaces DWD Policy 2006-17 Change 1. Therefore, Regions should refer to this policy as the eligibility and data validation guidance for WIA Title 1B Youth programs.

Attachment A

Demographic Information for Reporting on Participants Receiving Only Self-Service/Informational Activities

It is important to note that these individuals will be counted as both Wagner-Peyser and WIA participants, and included in Wagner-Peyser performance.

- First Name
- Last Name
- Date of Birth
- SSN
- Ethnicity
- Race
- Gender
- Person with Disability
- Employment Status
- Veteran Status

Attachment B

Indiana Youth Program Eligibility Requirements

Eligibility Requirements – WIA Title 1B Youth Program			
Eligibility Criteria	Program	Eligibility Requirements	Action
Age	Youth	Individuals must be between the ages of 14 and 21 to be eligible to participate in the WIA Youth program.	<p>Staff must verify the individual's age (i.e., Date of Birth).</p> <ul style="list-style-type: none">○ The individual's Date of Birth (DOB) must be recorded in the TrackOne DOB data field.○ Select the appropriate documentation source from the drop down menu. <p>Refer to Attachment C – DEV Requirements for guidance on how to document age.</p>

Eligibility Requirements – WIA Title 1B Youth Program

Eligibility Criteria	Program	Eligibility Requirements	Action
Low Income	Youth	<p>At the time of the 1st intensive service, “Low Income Individual” Definition</p> <p>An individual who—</p> <ul style="list-style-type: none"> (A) receives, or is a member of a family that receives, cash payments under a Federal, State, or local income-based public assistance program; (B) received an income, or is a member of a family that received a total family income, for the 6-month period prior to application for the program involved (exclusive of UI compensation, child support payments, payments described in subparagraph (a), and old-age and survivors insurance benefits received under section 202 of the SS Act that, in relation to family size, does not exceed the higher of— <ul style="list-style-type: none"> (i) the poverty line, for an equivalent period; or (ii) 70 percent of the lower living standard income level, for an equivalent period; (C) Is a member of a household that receives (or has been determined within the 6-month period prior to application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977; (D) Qualifies as a homeless individual, as defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act; (E) Is a foster child on behalf of who State or local government payments are made; or (F) In cases permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability whose own income meets the requirements of a program described in subparagraph (A) or (B), but who is a member of a family whose income does not meet such requirements. 	<p>Staff must verify the individual's low income status at the point of the first intensive service.</p> <p>Low income status falls under DEV.</p> <ul style="list-style-type: none"> ○ Record/select low income on the TrackOne application screens. ○ Select the appropriate documentation source from the drop down menu. <p>NOTE: Not more than 5% of participants assisted under this section in each Region may be individuals who do not meet the minimum income criteria to be considered eligible youth. These youth must meet one or more of the following criteria:</p> <p>School dropout; Basic skills deficient; Educational attainment is one or more grade levels below the grade level appropriate to the age of the individual; Pregnant or parenting; Disabled, including learning disabled; Homeless or runaway; Offender; Faces serious barriers to employment as defined by RWB policy.</p> <p>Refer to Attachment C – DEV Requirements for guidance on how to document low income status.</p>

Eligibility Requirements – WIA Title 1B Youth Program

Eligibility Criteria	Program	Eligibility Requirements	Action
Barriers	Youth	<p>At the time of the first intensive service.</p> <p>The individual must possess one or more of the following barriers:</p> <ul style="list-style-type: none"> • Deficient in basic literacy skills • School dropout • Homeless, runaway or foster child • Pregnant or parenting • Offender • Requires additional assistance to complete an educational program or to secure and hold employment. 	<p>Staff must verify the individual's barrier status at the point of the first intensive service.</p> <p>Barrier status falls under DEV.</p> <ul style="list-style-type: none"> ○ Record/select barrier(s) on the TrackOne application screens.

Eligibility Requirements – WIA Title 1B Youth Program

Eligibility Criteria	Program	Eligibility Requirements	Action
Selective Service Registration	Youth	<p>Only applies to males born after December 31, 1959. For the WIA Youth program, the requirement to register for Selective Service applies to males age 18 and over.</p> <p>Section 189(h) of WIA requires individuals to be in compliance with Section 3 of the Military Selective Service Act (50 U.S.C. App. 453), in order to participate in WIA Title 1-B funded programs. Section 3 of the Military Selective Service Act requires all males born after December 31, 1959 to be registered with the US Military Selective Service.</p> <p>USDOL/ETA's eligibility/DEV policy does not specify required source documentation for verifying Military Selective Service, therefore the following are acceptable sources:</p> <ul style="list-style-type: none"> • Self Identification • Selective Service Registration Card • Selective Service Status Information Letter • Selective Service Registration Record (Form 3A) • Selective Service Verification Form • Stamped Post Office Receipt of Registration • Registered on the US Selective Service System <p>https://www4.sss.gov/regiver/verification1.asp TrackOne contains a link "register/look-up" (staff must enter the individual's name, DOB and SSN to look up an individual).</p>	<p>Staff must verify that a male participant born after December 31, 1959 is registered with the US Military Selective Service. Selective Service/Military Status is not a DEV requirement.</p> <p>For the WIA Youth program, the requirement to register for Selective Service applies to males age 18 and over.</p> <p>If registered:</p> <ul style="list-style-type: none"> ○ Check the TrackOne SS box, and if available, record the Selective Service registration number (e.g., 67 - 03988383 - 1). ○ Select the appropriate documentation source from the drop down menu. ○ For males 18 -25 years of age who are not registered with the selective service: <ul style="list-style-type: none"> • Staff must refer the individual to the Selective Service for registration. • WIA funded services can not be provided until the individual is registered. However, services funded by the W-P program may be provided.

Attachment C

Indiana Department of Workforce Development WIA Youth Program – Data Element Validation (DEV) Handbook

NOTE: Whenever possible, scanned/electronic records and case notes shall be the preferred method of maintaining data source documentation.

DEV Requirements – Demographic Information		
Data Element <i>(Data Field Location in TrackOne)</i>	Validation Method and TrackOne Documentation Required	Allowable Data Verification Sources
Date of Birth (DOB) <i>(Edit Participant Screen)</i>	<p>For Older Youth, if the individual is an active UI claimant, the DOB field in TrackOne is considered valid.</p> <p>For All Others – Staff must verify age using one of the listed acceptable source documents. Upon completing the verification of age:</p> <ol style="list-style-type: none">1. Record the DOB in the TrackOne DOB field; and2. Select the type of documentation from the drop down menu	<ol style="list-style-type: none">1. TrackOne DOB field for older youth who are Active UI Claimants. No additional documentation is required.2. Copy of ID3. Baptismal Record4. Birth Certificate5. DD-214, Report of Transfer or Discharge Paper6. Driver's License7. Federal, State, or Local Government Identification Card8. Hospital Record of birth9. Passport10. Public Assistance/Social Service Records11. School Records/Identification card12. Work Permit13. Cross-match with Department of Vital Statistics14. Tribal records
Employment Status at Registration <i>(Edit Participant Screen))</i>		<ol style="list-style-type: none">1. Case file notes showing information collected from registrant at enrollment; or,2. Pay stub

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DEV Requirements - Demographic Information		
Data Element <i>(Data Field Location in TrackOne)</i>	Validation Method and TrackOne Documentation Required	Allowable Data Verification Sources
Individual with a Disability <i>(Edit Participant Screen)</i>	Staff shall record if a participant has physical or mental impairment which limits the individual's activities.	<ol style="list-style-type: none"> 1. Self-attestation 2. School records 3. Letter from Drug or Alcohol Support Rehabilitation Agency 4. Medical Records 5. Physician's statement 6. Psychiatrist's Statement 7. Psychologist's Diagnosis 8. Rehabilitation Evaluation 9. Case Notes regarding an Observable Condition 10. Sheltered Workshop Certification 11. Social Service Records/Referrals 12. Social Security Administration 13. Disability Records 14. Veterans Administration Letter/Records 15. Vocational Rehabilitation Letter 16. Worker's Compensation Record

DEV Requirements - Demographic Information			
Data Element <i>(Data Field Location in TrackOne)</i>	Validation Method and TrackOne Documentation Required	Allowable Data Verification Sources	
Low Income <i>(TrackOne Application Screens)</i>	<p>Staff person shall record if a participant in one or more of the following categories (WIA section 101(25)):</p> <p>(A) Receives, or is a member of a family which receives, cash payments under a Federal, State or local income-based public assistance program;</p> <p>(B) received an income, or is a member of a family that received a total family income, for the six-month period prior to registration for the program involved that, in relation family size does not exceed the higher of:</p> <ul style="list-style-type: none"> (I) the poverty line; or (II) 70 percent of the lower living standard income level (LLSIL) for an equivalent period; <p>(C) is a member of a household that receives (or has been determined eligible to receive) Food Stamps;</p> <p>(D) qualifies as a homeless individual, or</p> <p>(E) is a foster child on behalf of whom State or local government payments are made.</p> <p>(F) is an individual with a disability whose own income meets the requirements of a program described in subparagraph (A) or (B), but is a member of a family whose income does not meet such requirements.</p>	<ol style="list-style-type: none"> 1. Alimony Agreement 2. Applicant Statement 3. Award Letter from Veterans Administration 4. Bank Statements 5. Compensation Award Letter 6. Employer Statement/Contact 7. Family or Business Financial Records 8. Housing Authority Verification 9. Pay stubs 10. Pension Statement 11. Public Assistance Records 12. Quarterly Estimated Tax for Self-Employed Persons 13. Social Security Benefits 14. UI Documents and/or Printout 	
Youth who needs additional assistance <i>(TrackOne Application Screens)</i>	<p>Youth who needs additional services to complete an educational program or secure/hold employment:</p> <p>Staff person must record in TrackOne a youth who needs additional services to complete an educational program and/or secure/hold employment.</p>	<ol style="list-style-type: none"> 1. Case notes 2. Individual service strategy 3. WIA registration form 4. Self-attestation 5. TrackOne 	

DEV Requirements – Demographic Information		
Data Element <i>(Data Field Location in TrackOne)</i>	Validation Method and TrackOne Documentation Required	Allowable Data Verification Sources
Basic Literacy skills deficiency <i>(as defined in §664.205) (TrackOne Application Screens)</i>	<p>Out of School Only (TEGL 28-04)</p> <p>The information is recorded at the time of enrollment in youth program – or first service under youth program.</p> <p>Staff person must record in TrackOne an Out-of-School youth who has basic skills deficiency in math and reading at or below the 8th grade level and the assessment instrument used. Staff should note in Cases Notes, the method used to determine whether the participant is Basic Literacy skills deficiency.</p>	<ol style="list-style-type: none"> Case notes Standardized assessment test School records
Other Public Assistance <i>(TrackOne Application Screens)</i>	<p>The information is recorded at the time of enrollment in youth program – or first service under youth program.</p>	<ol style="list-style-type: none"> Cross-Match with TANF Copy of Authorization to Receive Cash Public Assistance Copy of Public Assistance Check Medical Card Showing Cash Grant Status Public Assistance Records/Printout Refugee Assistance Records Cross-match with public assistance database
Temporary Assistance to Needy Families (TANF) <i>(TrackOne Application Screens)</i>	<p>The information is recorded at the time of enrollment in youth program – or first service under youth program</p> <p>Staff person should record if the participant is receiving TANF funds.</p>	<ol style="list-style-type: none"> Cross-Match with TANF Public Assistance Records/Printout
Education Status at time of registration <i>(TrackOne Application Screens)</i>	<p>Staff person shall record the education status at the time of 1st service.</p>	<ol style="list-style-type: none"> Self-Attestation Applicable records from educational institution (i.e. diploma, GED certificate, post-secondary enrollment, attendance record, dropout letter, or documentation from school) State management information system (Cross-match with appropriate educational records)

DEV Requirements - Demographic Information			
Data Element <i>(Data Field Location in TrackOne)</i>	Validation Method and TrackOne Documentation Required	Allowable Data Verification Sources	
Homeless Individual and / or a Run-Away Youth <i>(TrackOne Application Screens)</i>	<p>The information is recorded at the time of enrollment in youth program – or first service under youth program.</p> <p>Staff person shall record whether the participant is a Homeless Individual and / or a runaway youth at the time of 1st Staff assisted service.</p>	<ol style="list-style-type: none"> 1. Self-Attestation 2. Written statement from an individual providing residence 3. Written statement from a shelter 4. Written statement from social service agency 	
Offender <i>(TrackOne Application Screens)</i>	<p>The information is recorded at the time of enrollment in youth program – or first service under youth program.</p> <p>Staff should record if an individual:</p> <p>(1) is or has been subject to any stage of the criminal justice process, for whom services under WIA may be beneficial;</p> <p>or</p> <p>(2) requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.</p>	<ol style="list-style-type: none"> 1. Self-attestation 2. Documentation from Juvenile Justice/Criminal Justice system 3. Documentation phone call with Juvenile Justice/Criminal Justice representative 	
Pregnant or Parenting Youth <i>(TrackOne Application Screens)</i>	<p>The information is recorded at the time of enrollment in youth program – or first service under youth program.</p> <p>Staff should record if youth is pregnant, or a youth (male or female) who is providing custodial care for one or more dependents under age 18.</p>	<ol style="list-style-type: none"> 1. Self-Attestation 2. Copy of child's birth certificate 3. Baptismal Record 4. Doctor's note confirming pregnancy 5. Observation 	

DEV Requirements – Services Information			
Data Element <i>(Data Field Location in TrackOne)</i>	Validation Method and TrackOne Documentation Required	Allowable Data Verification Sources	
Registration Date <i>(Service/Activity Screen)</i>	Date of first service. The staff person must record in TrackOne the date the participant received the 1 st staff assisted service.	1. Date of Application and Signature 2. TrackOne	
Educational Achievement Services <i>(Service/Activity Screen)</i>	The information is recorded upon completion of an Educational Service. Staff should enter into TrackOne if the participant received an Educational Achievement Service.	1. Case Notes 2. TrackOne 3. Activity sheets 4. Sign-in sheets 5. Attendance roster 6. Vendor contract	
Employment Services <i>(Service/Activity Screen)</i>	The information is recorded upon completion of an Employment Service. Staff should enter in TrackOne if the participant received an Employment Service.	1. Case notes 2. TrackOne 3. Activity sheets 4. Sign-in sheets 5. Attendance roster 6. Vendor contract	
Received Summer Youth Employment Opportunities <i>(Service/Activity Screen)</i>	The information is recorded upon completion of Summer Youth Employment Opportunity service. Staff should enter into TrackOne if the participant received a Summer Youth Employment Opportunity Service.	1. Case notes 2. TrackOne 3. Activity sheets 4. Sign-in sheets 5. Attendance roster 6. Vendor contract 7. Work agreement	

DEV Requirements – Services Information		
Data Element (Data Field Location in TrackOne)	Validation Method and TrackOne Documentation Required	Allowable Data Verification Sources
Supportive Services (except needs-related payments) received (Service/Activity Screens & Account/Obligation Screens)	The information is recorded when a Supportive Service is received. Staff should enter into TrackOne if the participant received a Supportive Service.	Case Notes
Additional Support for Youth Services (Service/Activity Screens)	The information is recorded when any "Additional Support Service for Youth" is received. Staff should enter into TrackOne if the participant received any Additional Support for Youth Service.	<ol style="list-style-type: none"> 1. Case notes 2. TrackOne 3. Activity sheets 4. Sign-in sheets 5. Attendance roster 6. Vendor contract 7. Pay stub

DEV Requirements – Outcome Information		
Data Element <i>(Data Field Location in TrackOne)</i>	Validation Method and TrackOne Documentation Required	Allowable Data Verification Sources
Date of WIA Exit <i>(Exit Information Screens)</i>	<p>Staff should record participants who exit from services because they are incarcerated, deceased or have a health/medical condition that prevents the individual from participating in services.</p> <p>Participants who have a planned gap in service of greater than 90 days should not be considered as exited, if the gap in service is due to a delay before the beginning of training or a health/medical condition that prevents an individual from participating in services.</p>	<ol style="list-style-type: none"> 1. Case notes 2. TrackOne
Other Reasons for Exit <i>(Exit Information Screens)</i>	<p>Staff should record if a youth left the program because he/she was institutionalized, had Health/medical reasons, is Deceased, or is a Reservist called to active duty who chose not to return to WIA.</p> <p>Institutionalized: The participant is residing in an institution or facility providing 24-hour support such as a prison or hospital and is expected to remain in that institution for at least 90 days.</p> <p>Health/medical: The participant is receiving medical treatment that precludes entry into unsubsidized employment or continued participation in WIA. Does not include temporary conditions expected to last for less than 90 days.</p>	<ol style="list-style-type: none"> 1. Case notes 2. TrackOne 3. Waiver form 4. Doctor's records 5. Hospital records 6. Contact with the penal system.
Degree Type of Recognized Educational / Occupational / Certificate / Diploma / Degree Attained <i>(Credential Screens)</i>	<p>When the participant has achieved any Degree Type of Recognized Educational/Occupational/Certificate/Diploma/Degree Attained</p> <p>Staff must record in TrackOne when a participant receives any Degree Type of Recognized Educational/Occupational/Certificate/Diploma/ Degree Attained</p>	<p>Data recorded in the Credential section of TrackOne, as the statewide case management system, shall serve as case notes for data validation documentation purposes</p>
Entered Training-Related Employment <i>(Exit Information Screens)</i>	<p>Record when the participant has entered training related employment.</p> <p>Staff must record in TrackOne when the participant has entered training related employment.</p>	<p>Data recorded on the Exit Information Screens in TrackOne, as the statewide case management system, shall serve as case notes for data validation documentation purposes</p>

DEV Requirements – Outcome Information		
Data Element <i>(Data Field Location in TrackOne)</i>	Validation Method and TrackOne Documentation Required	Allowable Data Verification Sources
Source of Supplemental Data (Follow-Up Contacts)	<p>When supplemental data is the only source for a positive employment outcome.</p> <p>Staff must record in TrackOne that the participant achieved an employment outcome.</p>	<ol style="list-style-type: none"> Case files, based on follow-up services. Surveys / correspondence with the participant's employer. Record sharing and/or automated record matching with other employment and administrative databases; or, <p>Case Notes – Data recorded in the Follow-Up Contacts Screens shall serve as case notes for data validation documentation purposes.</p>
Post-secondary Educational or Advanced Training (Follow-Up Contacts)	<p>Staff must record in TrackOne that the participant was enrolled in advanced training or post-secondary education in first quarter after exit including:</p> <ul style="list-style-type: none"> - Advanced training is occupational skills employment training program, not funded under WIA title I, which does not duplicate training received under WIA title I. Training that leads to an academic degree (e.g., AA, AS, BA, BS) should be categorized as post-secondary education and not reported as advanced training. A One-Stop partner following the exit of the registrant from WIA may provide advanced training. Advanced training does not include training funded partially or wholly with WIA funds. An example of advanced training is a community college program that does not lead to an advanced degree. 	<p>Case notes – Data recorded in the Follow-Up Contacts Screens shall serve as case notes for data validation documentation purposes.</p> <p>Record sharing with: state board of governing community colleges, state board of governing universities, state education associations, integrated postsecondary education reporting unit, higher education planning unit, training institutions/providers</p> <p>Certificates Diploma Surveys Enrollment form</p>
Earnings in 2nd and 3rd Quarters prior to Participation And Earnings in 2nd and 3rd Quarters after Exit	No local action required.	<ol style="list-style-type: none"> UI Quarterly Wage Record System WRIS <p>State MIS (TrackOne extracts) automatically captures/records information from the quarterly UI Wage Record System (WRS) and the Wage Record Interchange System (WRIS), and validation is conducted administratively by DWD.</p>

DEV Requirements – Outcome Information		
Data Element <i>(Data Field Location in TrackOne)</i>	Validation Method and TrackOne Documentation Required	Allowable Data Verification Sources
Employed in 1st, 2nd and 3rd Quarters after exit (Follow-Up Contacts)	<p>Local action required when supplemental data is the only source for a positive employment outcome.</p> <p>For participants whose employment outcomes are only reported from supplemental data – Staff must record in TrackOne that the participant achieved an employment outcome.</p> <p>For participants reported on WRS and WRIS – State MIS (OSOS) automatically captures/records the required information, and validation is conducted administratively by NYSDOL.</p>	<ol style="list-style-type: none"> 1. Case files, based on follow-up services. 2. Surveys / correspondence with the participant's employer. 3. Record sharing and/or automated record matching with other employment and administrative databases; or, <p>Case notes – Data recorded in the Follow-Up Contacts Screens shall serve as case notes for data validation documentation purposes.</p>